



THE FLAME
Catering & Banquet Centre

2301 Neuse Blvd. New Bern, NC 28560
252.633.1193 PHONE 252.633.1192 FAX
www.TheFlameNewBern.com

INVOICE: Off-Site1206

Event Date: Friday, April 4, 2014

Event Name: FRIDAY - NEW TEACHERS WEEKEND
EVENT

Site: Off-Site Catering

Salesperson: Jennifer Robinson

Contact: Ralph Evans

Mailing Address: x

x, NC x

E-mail: ralph@necollaborative.org

Daytime Phone: (252) 578-5003

Fax Number:

On-Site Contact:

Day/Date	Start/End Time	Location	Function	Set-Up	Est	Gte	Set	Rental
Fri, 4/4/14	6:30PM-11:00PM	Morehead City Civic Center	Dinner Buffet		175			\$0.00

Day/Date	Time	Timeline	Notes
Fri, 4/4/14	5:00 PM	TIMELINE	5:00 - 7:00 Registration Open 5:00 Beverage Station Ready 7:00 Dinner Served

FOOD	QTY	PRICE	TOTAL
<u>6:30 PM / MOREHEAD CITY CIVIC CENTER / DINNER BUFFET</u> Two Entree Dinner Buffet <i>Starters</i> Dinner Rolls with Whipped Butter House Salad Fresh Mixed Greens, Sliced Cucumbers, Shredded Carrots, Cherry Tomatoes, Shredded Cheddar and Garlic Croutons with Choice of Two Dressings Fruit Salad Pineapple, Cantaloupe, Honeydew, and Grapes <i>Entrees</i> Boneless Beef Short Ribs with Plum Glaze Chicken Supreme Marinated Grilled Chicken Breast Layered with Smoked Bacon, Mozzarella Cheese, Mushrooms, and Topped with a Supreme Sauce over Rice Pilaf <i>Accompaniments</i> Broccoli Casserole Green Beans Almondine Sweet Potato Casserole Herb Roasted Red Bliss Potatoes <i>Dessert Station</i> Strawberry Shortcake Double Chocolate Cake Praline Bread Pudding with Caramel Sauce <i>Beverages</i> Coffee, Tea, and Water Lemonade	175	\$19.95	\$3,491.25

SET-UP & SERVICE	QTY	PRICE	TOTAL
6:30 PM / MOREHEAD CITY CIVIC CENTER / DINNER BUFFET CHINA RENTAL: Flame to provide all CHINA for catering menu,	175	\$4.00	\$700.00

ESTIMATED CHARGES (Actual Charges Presented At Conclusion of Event)					
	Charges	Service Charge 20.00 %	Subtotal	Sales Tax	Total
Facility Rental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Food	\$3,491.25	\$698.25	\$4,189.50	\$235.66	\$4,425.16
Beverage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Set-Up	\$700.00	\$0.00	\$700.00	\$0.00	\$700.00
Grand Totals	\$4,191.25	\$698.25	\$4,889.50	\$235.66	\$5,125.16
Payments Received					\$0.00
Payment Arrangements:					Balance Due \$5,125.16

CUSTOMER ACCEPTANCE: The undersigned accepts the responsibility for the service and prices listed in this agreement.

REMINDERS:

GUARANTEE

A guaranteed number of guests is required for all functions no later than five (5) business days prior to the event, subject only to increase and charged accordingly.

PAYMENT

All deposits are non-refundable. The final pre-event payment to The Flame will be based upon the guaranteed number of guests, reflection of any modifications or original proposal, and is due no less than two (2) business days prior to the event.

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Signature: _____

Date: _____



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INVOICE: Off-Site1207

Event Date: Saturday, April 5, 2014

Event Name: SATURDAY - NEW TEACHERS
WEEKEND EVENT

Site: Off-Site Catering

Salesperson: Jennifer Robinson

Contact: Ralph Evans

Mailing Address: x

x, NC x

E-mail: ralph@necollaborative.org

Daytime Phone: (252) 578-5003

Fax Number:

On-Site Contact: Ralph Evans

Day/Date	Start/End Time	Location	Function	Set-Up	Est	Gte	Set	Rental
Sat, 4/5/14	11:00AM- 1:00PM	Morehead City Civic Center	Boxed Lunch		175			\$0.00

Day/Date	Time	Timeline	Notes
Sat, 4/5/14	11:00 AM	TIMELINE	11:15 Lunch Served

FOOD	QTY	PRICE	TOTAL
<u>11:00 AM / MOREHEAD CITY CIVIC CENTER / BOXED LUNCH</u>			
Boxed Lunch			
<i>Sandwiches</i>			
Croissant Club	63	\$10.95	\$689.85
Thinly shaved fresh Turkey, Ham and Swiss Cheese stacked with Lettuce and Tomato			
<i>Deli Stack</i>			
Salami, Ham, Roast Beef, Swiss and Cheddar Cheese on a Hoagie Roll	62	\$10.95	\$678.90
Pita Wrap with Grilled Chicken, Pesto and Olive Oil, Sliced Tomatoes and Swiss Cheese	50	\$10.95	\$547.50
<i>Sides</i>			
Fresh Fruit Salad			
Herb Pasta Salad			
Bag of Potato Chips			
<i>Includes The Following</i>			
Mustard and Mayonnaise			
<i>Dessert</i>			
Freshly Baked Cookie			
<i>Beverages</i>			
Sweet and Unsweet Tea and Water			
Lemonade			

SET-UP & SERVICE	QTY	PRICE	TOTAL
<u>11:00 AM / MOREHEAD CITY CIVIC CENTER / BOXED LUNCH</u>			
SET UP: Beverage station with cups & ice			

ESTIMATED CHARGES (Actual Charges Presented At Conclusion of Event)

	Charges	Service Charge 20.00 %	Subtotal	Sales Tax	Total
Facility Rental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Food	\$1,916.25	\$383.25	\$2,299.50	\$129.35	\$2,428.85
Beverage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Set-Up	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grand Totals	\$1,916.25	\$383.25	\$2,299.50	\$129.35	\$2,428.85
Payments Received					\$0.00
Payment Arrangements:	Balance Due				\$2,428.85

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REMINDERS:**GUARANTEE**

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Signature: _____

Date: _____